

ACADEMY OF MEDICAL ROYAL COLLEGES _____

ACADEMY REFLECTIVE TEMPLATE FOR REVALIDATION

Guidance Note

The aim of this template is to facilitate the documentation of reflection on a variety of activities and events. This documentation will accompany the supporting information which doctors may bring to appraisal. The template is recommended as suitable for adaptation by Colleges/Faculties into revalidation tools, templates, portfolios and guidance.

Reflection should occur as soon as possible following the activity or event to ensure as much recollection and meaning as possible. Each section should be completed and one word answers should be avoided. Good reflection goes beyond descriptive observation. Instead, it is demonstrated through evidence of analytical thinking, learning and action planning. The prompts (bullet points) in each section should be considered when documenting your reflection - although it is possible that some will not apply in all circumstances, or to every doctor - in which case a short explanation will suffice.

In submitting supporting information for their appraisal, doctors may choose to accompany each item with documented reflection using this template. Alternatively, they may wish to provide a reflective summary, again using this template, drawing on several activities and events and present this with their supporting information. Appraisers can also use the sections and prompts in this template when discussing and reviewing a doctor's supporting information.

No patient identifiable information should be included.

March 2012

Title and Description of Activity or Event

- Date(s) of activity(ies) or event(s)
- Which category of activity does this match?
 - a) General information about your practice
 - b) Keeping up to date
 - c) Review of your practice e.g. Quality Improvement, Significant Events
 - d) Feedback on your practice e.g. Patient/Carer/Colleague Feedback, Complaints, Compliments.

What have you learned?

- Describe how this activity contributed to the development of your knowledge, skills or professional behaviours
- You may wish to link this learning to one or more of the GMC *Good Medical Practice* domains to demonstrate compliance with their principles and values, i.e.:
 - Knowledge, skills and performance
 - Safety and Quality
 - Communication, partnership and teamwork
 - Maintaining Trust.

How has this influenced your practice?

- How have your knowledge, skills and professional behaviours changed?
- Have you identified any skills and knowledge gaps relating to your professional practice?
- What changes to your professional behaviour were identified as desirable?
- How will this activity or event lead to improvements in patient care or safety?
- How will your current practice change as a result?
- What aspects of your current practice were reinforced?
- What changes in your team/department/organisation's working were identified as necessary?

Looking forward, what are your next steps?

- Outline any further learning or development needs identified (individual and team/organisation as needed);
- If further learning and development needs have been identified how do you intend to address these?
 - Set SMART objectives for these (i.e. Specific, Measurable, Achievable, Relevant and Time-bound);
- If changes in professional practice (individual or team/department) has been identified as necessary how do you intend to address these?